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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
MARCH 11, 2020**

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**CALL TO ORDER**

The Regular Meeting of the Civil Service Commission was called to order at 5:33 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Wednesday, March 11, 2020.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:	<i>Leslie Coyote</i> , Chairperson <i>Paul Wapnowski</i> , Vice-Chairperson <i>Rafael Courtney</i> , Chairperson <i>Fred Puhn</i> , Commissioner
COMMISSION MEMBERS ABSENT:	None
STAFF PRESENT:	<i>Robert Meteau</i> , Human Resources Director <i>Lilia Muñoz</i> , Human Resources Analyst
REPRESENTATIVES PRESENT:	None

**SALUTE TO THE FLAG**

Vice-Chairperson Wapnowski led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**Regular Meeting of May 9, 2019**  
**Regular Meeting of November 13, 2019**  
**Special Meeting of December 11, 2019**

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to approve the regular meeting minutes of May 9, 2019, the regular meeting minutes of November 13, 2019, and the special meeting minutes of December 11, 2019.

## **REPORTS FOR FILE**

### **Personnel Report Report of Vacancies**

**Action:** Motion made by Courtney, seconded by Puhn, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. Commission to approve absence of Chairperson Coyote from Civil Service Regular Meeting of November 13, 2019 (per CS Bylaws Article III, Section 6)**

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to approve absence of Chairperson Coyote from Civil Service Regular Meeting of November 13, 2019. Abstained: Chairperson Coyote.

### **B. Commission to approve absences of Commissioner Puhn from Civil Service Regular Meeting of November 13, 2019 and Special Meeting of December 11, 2019 (per CS Bylaws Article III, Section 6)**

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to approve absence of Commissioner Puhn from Civil Service Regular Meeting of November 13, 2019 and Special Meeting of December 11, 2019. Abstained: Commissioner Puhn.

### **C. Revision of Civil Service Commission Bylaws – Regular Meetings Section**

**Action:** Motion made by Wapnowski, seconded by Puhn, and unanimously carried to approve revision of Civil Service Commission Bylaws – Regular Meeting Section.

### **D. Election of Officers**

Commissioner Courtney reminded the Commission that annually they elect a chair and a vice-chair, and in recent history the vice-chair has become the chair and a new vice-chair is elected.

Commissioner Puhn nominated Wapnowski for the Chairperson and the nomination was seconded by Courtney. There were no other nominations. All AYES. Vice-Chairperson Wapnowski is the new Chairperson.

Vice-Chairperson Wapnowski nominated Courtney for the Vice-Chairperson and the nomination was seconded by Puhn. There were no other nominations. All AYES. Commissioner Courtney is the new Vice-Chairperson.

### **STAFF COMMENTS**

Human Resources Director Robert Meteau informed the Commission that a remodel has been taking place in the Council Chambers, and the discussion has been to hold all Commission meetings in the Council Chambers. Human Resources Analyst Lilia Muñoz informed Chairperson Wapnowski and Vice-Chair Courtney that City Clerk Michael Dalla did not have an updated Ethics Training certificate on file for them. Vice-Chair Courtney said that he had taken training, and would provide certificate. Chairperson Wapnowski said he would complete online training.

### **COMMISSIONER COMMENTS**

Vice-Chairperson Courtney asked if there was any hearings coming up. Human Resources Director Robert Meteau responded that there were no hearings that we knew of.

### **ADJOURNMENT**

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to adjourn the regular meeting at 5:50 p.m., Wednesday, March 11, 2020, to the next regular meeting of the Civil Service Commission on Wednesday, May 13, 2020, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.

  
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CHAIRPERSON

  
\_\_\_\_\_  
DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*